- Right-click on the desired axis in the chart to open the context menu. Then select **Format Axis**.

- Click the axis on the chart or select the axis in the *Select Chart Element* drop-down list on the Formatting toolbar and click the adjacent **Format Selection** icon or select **Format > Format Selection** on the Menu bar.

- Click on the icon for **X Axis, Y Axis,** or **Z Axis** on the Formatting toolbar. Or click on the **All Axes** option to the right of the other icons.

3) Click the tab of the appropriate page to make the changes needed. The options for each page are explained below.

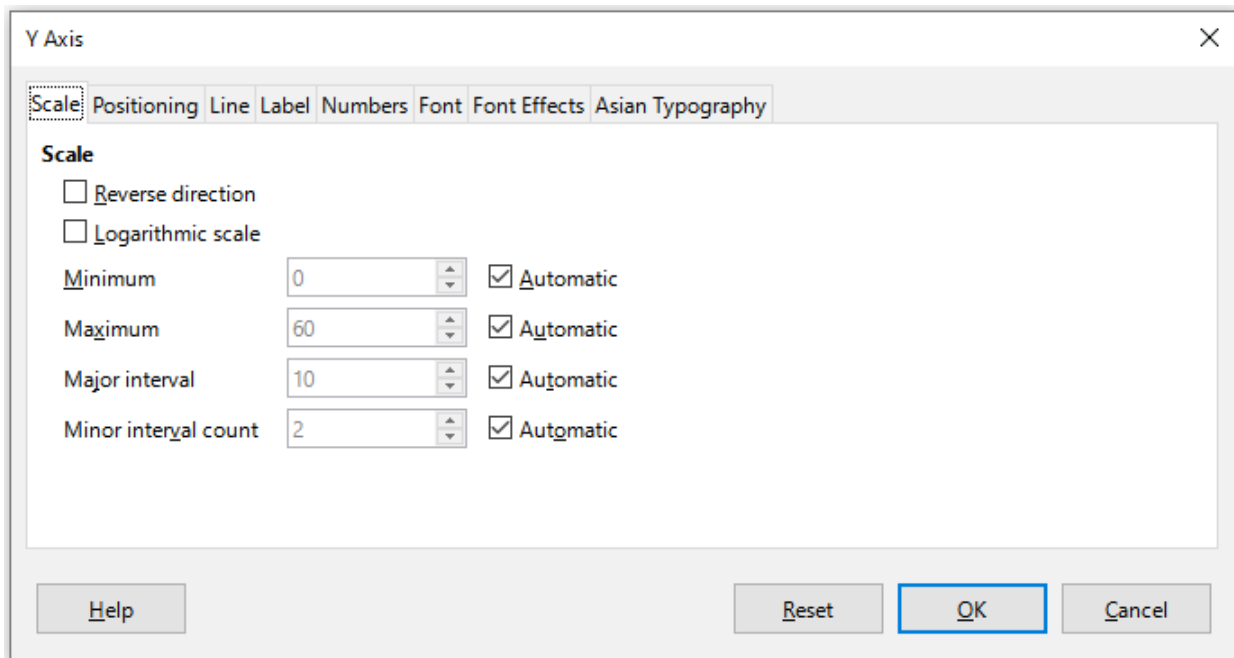4) Click **OK** to save changes and close the dialog. If desired, click outside the chart to leave edit mode.



*Figure 98: Y Axis formatting dialog – Scale tab*

### Defining Scales

Use the *Scale* tab to modify the automatically generated scale for a primary axis. In addition, use the *Scale* tabs for secondary axes to specify scales that are different from the scales for primary axes. This can be quite useful for showing Celsius and Fahrenheit scales on the same chart, for example, or for when data are aligned to a secondary Y axis (see "Aligning data to secondary Y axis" on page 121).

The contents of the *Scale* tab (Figure 98) vary with chart type but may contain the following options:

**Reverse direction**
Defines the order of lower and higher values along the axis. When not selected, the X axis shows the lower values on the left and the Y axis shows the lower values at the bottom. When selected, the orientation of the data display is reversed, as in Figure 99.

**Logarithmic scale**
Specifies that the axis is to be subdivided logarithmically. Logarithmic scaling makes the grid lines of the axis equidistant from each other, but the values between the lines are not equal. Use this option when working with values that differ sharply from each other.